

## INSTRUCTIONS – DAILY MEAL COUNT

Transfer information from this form to the monthly Claim for Reimbursement. Retain this form on file with the counting and claiming information.

**# Serving Days.** This column will show the number of days that meals are served for the month. At the end of the month, record the number of serving days for lunch and breakfast meals on the Claim for Reimbursement.

**For each day/each lunch and breakfast meal, record:**

**Date.** If the program is in operation less than 10 days in August, include the information on the September Claim for Reimbursement. If the program is in operation less than 10 days in June, include the information on the May Claim for Reimbursement.

**Free.** Record the number of free lunch and breakfast meals served to eligible students. Record the monthly total on the Claim for Reimbursement.

**Reduced Price.** Record the number of reduced-price lunch and breakfast meals served to eligible students. Record the monthly total on the Claim for Reimbursement.

**Paid.** Record the number of paid lunch and breakfast meals served to eligible students. Record the monthly total on the Claim for Reimbursement.

**Total.** At the end of the month, add each column for free, reduced-price and paid categories for lunch and breakfast meals.

**Total Adults.** Record the number of adult and other non-reimbursable lunch and breakfast meals served. Do not include lunches served to food service workers.

## EDIT CHECK

Complete this section prior to submission of the monthly Claim for Reimbursement to ensure that meal count information is accurate. The state attendance factor (95 percent) accounts for the difference between enrollment and attendance.

**Enrollment.** Record the highest student enrollment during the month. Include kindergarten students who are eligible to eat lunch and/or breakfast.

**Eligible Free, Reduced-Price, and Paid Students.** Record the highest number of students eligible for each eligibility category (free, reduced-price, and paid) for the month.

**Average Daily Attendance.** Calculate Average Daily Attendance (ADA) by multiplying enrollment by the state attendance factor (95 percent). Enter this number on the monthly Claim for Reimbursement.

**Attendance Adjusted Eligible Numbers.** Apply the state attendance factor to each eligibility category (free, reduced-price, and paid). Compare the attendance adjusted eligible numbers for each category to the daily meal counts for each school/site in which meals are served. If daily counts exceed the attendance adjusted eligible, evaluate the numbers for accuracy prior to consolidation of the counts for the monthly Claim for Reimbursement. If the daily counts that exceed the attendance adjusted eligible numbers are accurate, ensure that there is an acceptable explanation.